



**Mayor Mike Spano**

**CITY OF YONKERS**

**Carlos Moran**  
Commissioner of Human Resources

**DEPARTMENT OF HUMAN RESOURCES**

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**DATE: June 21, 2018**

**FROM: Christine Dodge**  
**Deputy Commissioner of Human Resources**  
**Personnel/Human Resources**

**RE: (1) Provisional Assistant Director of School Food Services II 10 Month**  
**Position: salary commensurate with experience**

- Qualified personnel may apply by sending in a RESUME along with a written request for an interview for this position to:

**Teresa Bellino**  
**Yonkers Public Schools**  
**One Larkin Center**  
**Yonkers, NY 10701**  
**[Teresa.Bellino@yonkersNY.gov](mailto:Teresa.Bellino@yonkersNY.gov)**

**DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for assisting in the planning, directing, and administering of the school food service programs for several elementary and secondary schools, as well as send-out food centers. An incumbent in this position also assists with the administration of the entire food service program throughout the district in accordance with applicable rules, regulations and laws. While the ability to exercise independent judgement and make independent decisions is a requirement, general supervision is received from administrative personnel. Direct supervision is exercised over assigned personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Prepares schedules and job assignments for Food Service staff;  
Reviews periodically School Food Service Programs with Managers for maintenance of Program objectives;  
Assists with pre-service training and in-service training of Food Service Employees;  
Supervises production, serving and transportation of foods for assurance of safety and sanitation procedures in accordance with all Federal, State, and Local laws;  
Checks the collection and accounting of cash receipts, inventories and related electronic and written records for the maintenance of accuracy;  
Assists with the planning and pricing of menus for the school system;  
Resolves minor interpersonal problems;  
Acts as a liaison between Principals, PTA or student groups and the Food Service Department;  
Accompanies and assists governmental health inspectors;

Participates in community activities concerning nutrition education and school food service programs;  
Keeps both electronic and written records and prepares required reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of quantity food preparation, cafeteria operating practices, safety and sanitation procedures;  
good knowledge of all phases of the school food service programs;  
ability to effectively operate a computer and analytical software programs;  
good knowledge of elementary and secondary school organization and programs;  
ability to plan and supervise the work of others;  
ability to maintain effective working relationships;  
ability to communicate effectively both verbally and in writing;  
ability to keep electronic and written records and prepare required reports;  
initiative; resourcefulness; tact; courtesy; good judgment; dependability;  
physical condition commensurate with the demands of the position.

**ASSISTANT DIRECTOR OF SCHOOL FOOD SERVICE PROGRAMS II**

**MINIMUM QUALIFICATIONS: EITHER**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and a NYS recognized certification for Dietitians and/or Nutritionists and one (1) year of administrative supervisory experience in large scale food management in a school or institution; or
- B) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree and at least 12 credit hours in nutrition or a related subject, as well as and two (2) years of experience as described in (A); or
- C) An equivalent combination of education/training and experience as defined by the limits of (A) and (B).

**NOTE:**

A Master's Degree from a regionally accredited or New York State registered college or university may be substituted for experience on a year-to-year basis.

**SPECIAL REQUIREMENTS:**

- 1) Upon appointment, candidates must have completed 8 hours of food safety training not more than 5 years prior to their starting date.
- 2) Upon appointment, possession of a Class D Driver's License valid in the State of New York

**Note:** The Professional Standards for State and Local Nutrition Program Personnel are required by the federal **Healthy, Hunger Free Kids Act of 2010** and corresponding rules which became effective on July 1, 2015.

**PLEASE RESPOND ON OR BEFORE JULY 19, 2018.**

**This position is in the competitive class. There will be a Civil Service Examination. Notices will be posted when the examination is to be held.**